



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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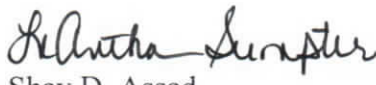
AUG 11 2017

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: The Richard 'Dick' Ginman Contingency Contracting Officer Excellence Award

In 2013, the Defense Procurement and Acquisition Policy office first implemented the "Richard 'Dick' Ginman Contingency Contracting Officer Excellence Award." While this annual award acknowledges the contributions of all Contingency Contracting Officers (CCO), it singles out the one CCO who best emulates Mr. Ginman's tireless support of the Contingency Contracting Community. Attached are the nomination instructions and criteria. The awardee will be recognized on a date and location to be identified later.

I encourage each of you to nominate a deserving individual who has served as a CCO during fiscal year 2017. Nominations should be consolidated and sent via e-mail to my point of contact below by December 15, 2017. Questions can be directed to my point of contact, COL Ralph Borja, 703-697-9351, ralph.t.borja.mil@mail.mil

for 
Shay D. Assad
Acting Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

The Richard “Dick” Ginman Contingency Contracting Officer Excellence Award

1. **ELIGIBILITY:** Military members or Government civilian employees within the DoD acquisition/contracting community at any grade level who meet the criteria as detailed below throughout the preceding calendar year.

2. **BACKGROUND:** Contingency Contracting Officers (CCOs) are some of the first responders to an emergency, humanitarian and disaster relief, or operational contingency. They often deploy with little more than a laptop and an understanding of the mission, concept of the operation, and commander’s intent. Contingency operations require a tremendous amount of work, improvisation, and dedication from our CCOs. This annual award honors those whose actions as a Contingency Contracting Officer are truly inspirational.

The award is named after Richard “Dick” Ginman, a retired Navy Supply Corps Admiral and former Director of Defense Procurement and Acquisition Policy (DPAP). Mr. Ginman has steadfastly proven to be one of the staunchest supporters of CCOs and the contingency contracting mission. The first award was presented by Mr. Ginman. Successive awards will be presented annually by the Director of DPAP in OUSD(AT&L).

The Richard “Dick” Ginman Contingency Contracting Officer Excellence Award will be implemented in the same manner as the Acquisition and Contracting Legends Award.

3. **AWARD CRITERIA:** The Richard “Dick” Ginman Contingency Contracting Officer Excellence Award recognizes CCOs at all levels in the DoD acquisition/contracting community who have deployed, accomplished the mission, and excelled through adversity in supporting contingency operations. The nominee who is selected for this honor will be recognized at an Acquisition Community Senior Leader Meeting, generally held annually at the Pentagon.

Nomination narratives must provide a concise background for context, and should clearly demonstrate why the nominee’s accomplishments warrant recognition by this award.

Nominations shall be limited to a single, 8.5x11 page, 1 inch margins, 12 font. The nomination should address the following three criteria, Mission Requirements, Actions/Results, and Overcoming Challenges:

a. **Mission Requirements:** (Describe the contingency/operation/mission requiring CCO support).

b. **Actions/Results:** (Describe the tasks the CCO completed and how the results provided exceptional and timely support to the mission and commander’s intent).

c. **Overcoming Challenges:** (Describe any hardships/obstacles endured and how the CCO innovatively overcame adversity to ensure contract awards were timely to warfighter needs, compliant with prescribed policies and regulations, and in the best interest of the U.S. Government and taxpayer).

In addition to the one-page write-up, submissions should include the nominee's biography, also limited to one page.

4. INSTRUCTIONS:

- a. The Director of DPAP will solicit nominees annually from the components for this award.
- b. Each component may nominate one individual for each cycle. Nominations will be no longer than two pages in length, one page nomination and a one-page biography. Forward nomination packages to COL Ralph Borja, ralph.t.borja.mil@mail.mil no later than December 15, 2017.
- c. The Director, DPAP will receive all recommendations and will select the award recipient(s).
- d. The Director, DPAP will present the award recipient(s) with a letter of recognition and appropriate award.
- e. The individual(s) selected for the Award will be posted online on the DPAP webpage.